

Date: **PI Services LLC** PI Doc #
 P.O. Box 157 Beaverton, OR 97075-0157
 503-643-4274 **service@pi-info.com** FAX 503-643-5474

Client/Firm: Contact: Phone: Email: Client Billing/Reference # Service request submitted via: <i>(pick one)</i> email mail pay for pickup <u>All Proofs and Invoices will be sent via email once service is completed.</u> <i>(Please allow time for the server to sign and provide us the original)</i> I would ALSO request PI services: <input type="checkbox"/> E-File the proof for me. <i>(Oregon Circuit Court only)</i> <input type="checkbox"/> Send me the original proof via US mail.	Plaintiff/Petitioner/Beneficiary/Landlord: <i>(only the first)</i> Defendant/Respondent/Grantor/Tenant: <i>(only the first)</i> Case Number: County/Court: Attorney:
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Document(s):

SERVICE OF PROCESS INSTRUCTIONS

Statute / Deadline Date: Due Course / Routine <i>(usually 1-7 days local)</i> Rush / Priority / RSVP Time <i>(usually 1-3 days local)</i> Immediate Rush / Now <i>(Immediately call with service confirmation)</i> <input type="checkbox"/> Appearance / Court Date: @	Sub Service / Office Service Personal Only <input type="checkbox"/> Posting <input type="checkbox"/> Photo attached <input type="checkbox"/> Leave a PI Card on 4th attempt
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Person to Serve:

Company to Serve:

Home Address:

Company/Work Address:

Helpful Information *(physical description, age, vehicle, hostile witness?)*: 1/2 Price Oregon DMV vehicle search - add \$15

Special Instructions:

(This section to be completed by the server.)

Personal
 Substitute
 Corp/Office
 Posting
 Delivered
 Bad Address / Due Diligence

Party Served: _____ Title: _____

Sex: **M / F** Age: _____ Race: _____ Height: _____ Weight: _____ Hair: _____ Glasses: **Y / N**

Date: ___/___/25 Time:__:__ am / pm Server: _____ Client Notified: ___/___/25 By: _____

Attempt 1: Date: ___/___/25 Time: ___:___ am / pm

Attempt 2: Date: ___/___/25 Time: ___:___ am / pm

Attempt 3: Date: ___/___/25 Time: ___:___ am / pm

Attempt 4: Date: ___/___/25 Time: ___:___ am / pm Leave a PI business card

Attempt 5: Date: ___/___/25 Time: ___:___ am /pm PI business card is still on door

- I have done my due diligence and documented my attempts above. I have documented all vehicles observed.
- I have attempted to talk to neighbors, office staff or property leasing/rental management. I have made notes above.
- I have confirmed the address is a valid address.

From what I have observed, I recommend the following:

- Try another approach. People have been present but they will not come to the door.
- Make additional attempts. I have seen no signs of activity or movement.
- Other: